

MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722
INTERNAL/EXTERNAL

Job Title: Corr. Food Service Supervisor
Position Number: 22735
Class Code: 35114
Department: Corrections
Division: Montana State Prison
Location: Deer Lodge, MT.
Supplement Required: No

Pay Grade: 4/ \$12.02- \$14.86/hr.
Status: Permanent/Full-time
Bargaining Unit: MFSPE
Shift/Days off: Negotiated

To Apply: Submit a State of Montana employee application to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT. 59722. Applications must be received by 1/19/07. **(Attach a completed copy of the Reference and Criminal Background Check authorization form to application.)**

Special Information: Upon employment, successful completion of Basic Training for Prison employees. Successful completion of 40 hour Correctional Food Service correspondence course offered by the American Correctional Association during the six-month probation period. Must be able to function in the stressful environment of an adult correctional institution. Very high stress situations occur with staff, inmates, and time deadlines. There is constant exposure to high noise levels, considerable standing and walking on cement floors, and exposure to frequent temperature extremes. Involves potential hazards and risks that accompany exposure to dangerous equipment and tools. Involves considerable and repetitive heavy lifting (40-100 lbs). During times of emergency (i.e. strikes, riots, etc.), the physical demands and time required of the position increase considerably. Supervisors must be able to work long hours for extended periods of time and are subject to callout as needed. Must have the ability to constantly deal with changing priorities, technology, and demanding critical deadlines. **Successful applicant will be required to pass a physical examination by a qualified Deer Lodge physician prior to the start of training. The physical examination will be at the cost of the Montana State Prison.**

LAUTENBERG AMENDMENT: This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C., Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).

Typical Duties: Duties include supervising and training of Inmate Workers in food service production and operation, insuring food safety and sanitation, and maintaining institutional security.

Qualifications: This position requires considerable knowledge of modern principles, practices, procedures, & chemistry of cook/chill rethermalization techniques, advance prepared food systems, & transportation. Must be knowledgeable of medical and religious diets, nutritional values, and nutrition requirements for healthy adult males and those with special dietary considerations. This position requires proficiency in the operation, maintenance and sanitation of highly technical commercial food service equipment. This also requires necessary skills to supervise, train and evaluate a diverse inmate staff. Requires proficiency in the use of personal computers for inmate time keeping. Must have highly developed organizational skills. Must possess the following behavioral competencies: reliability and dependability, conflict management skills, organizational awareness, ability to work as a team, and have the ability to train, coach and teach others.

Education & Experience: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to graduation from High School or a GED. Three years institutional cooking required. Successful completion of Montana State Prison Pre-Service Training. Successful completion of 40 hour Correctional Food Service correspondence course offered by the American Correctional Association during the six-month probation period. Strong supervisory ability is needed to deal with inmates.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a band 4 on the state's broadband pay matrix. The current annual salary is \$25,001, depending upon experience. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 12/93). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. A behavioral interview may be conducted as part of the screening process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicants Name: _____
(Please type or print)

Other Names Used: _____

Social Security Number: _____

Date of Birth: _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers and/or personal references. I also authorize the Department to conduct a criminal background check via a law enforcement agency and an abuse, neglect or mistreatment check through the Department of Public Health and Human Services. I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Corrections. I understand that the purpose of this background check is for employment purposes only.

Have you ever been convicted of Domestic Abuse, either a Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____

Date: _____

